

**DUTY STATEMENT**

DFW 242A (REV. 03/19/14)

☐ **CURRENT**

HC 21-006

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242		EFFECTIVE DATE
CDFW DIVISION/BRANCH/REGION/OFFICE <b>North Central Region – Region 2</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>565-231-0765-036</b>
UNIT NAME AND LOCATION <b>Habitat Conservation Program, Rancho Cordova</b>		CLASS TITLE <b>Senior Environmental Scientist (Specialist)</b>
INCUMBENT		CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general direction of a Senior Environmental Scientist (Supervisory), and as a member of the California Department of Fish and Wildlife's (CDFW), North Central Region Habitat Conservation Program the incumbent independently identifies problems, develops courses of action, and performs work including acting as a consultant to CDFW management and technical staff, and other agency staffs regarding compliance with the California Endangered Species Act (CESA) and assesses the effectiveness and performance of measures for the protection of natural resources. Additionally, the incumbent interfaces with Law Enforcement Division to conduct site inspections of reported violations of Fish and Game Code and conducts public outreach regarding CDFW's environmental permitting programs. Specified activities require knowledge of California fish and wildlife resources, ecological principles, lake and stream processes, applicable permitting and environmental laws, and CDFW administrative procedures and policies. Public contacts made in the course of this work are highly sensitive and involve a wide variety of stakeholders. Specific duties and responsibilities are as described below.		
PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)	
35%	<b><u>ESSENTIAL FUNCTIONS:</u></b>  Serve as regional lead for environmental permitting compliance. Conduct site visits and desk reviews to perform compliance and monitoring of CESA take authorizations, including Incidental Take Permits (ITP), 2081(a) take authorizations issued by the Region, Consistency Determinations, Lake and Streambed Alteration (LSA) Agreements, Natural Community Conservation Plans, and Safe Harbor Agreements. Draft correspondence documenting non-compliance with CESA take authorizations and/or LSA Agreements and develop additional permit terms, remedial actions, and recommendations for adaptive management. Leads the regional effort to evaluate the efficiency of required mitigation and measures. Coordinate with other Regions and Headquarters Branches to develop and implement an effectiveness monitoring plan for CESA take authorizations to evaluate permitted activities and the benefits or deficiencies of required mitigation for covered species. Coordinate with lead agencies, project applicants and landowners to inspect, evaluate and monitor the effectiveness of stipulated conditions for ITPs and LSA Agreements. Perform assessments to determine high priority areas to conduct effectiveness monitoring. Coordinate with Law Enforcement Division and other CDFW Biodiversity Resilience Team staff and State and local agencies addressing non-compliance and enforcement efforts.	
25%	Perform specialized environmental investigations targeting reported violations of CESA and other Fish and Game Code sections, Fish and Game Code sections 1602 and 5650. Collect evidence and data that may include photo documentation, geographic information system (GIS) information, surface and groundwater samples, documentation of chemical presence and potential contaminants, water diversion impacts and rates, and wildlife and habitat damage assessment. Prepare documentation related to investigations including Notice of Violation letters, Environmental Impact Assessments (EIA) and Natural Resource Damage Assessments (NRDA). Evaluate and develop remedial actions that could be taken to mitigate for the environmental impacts on subject sites. Coordinate with other State and local agencies regarding investigation efforts and outcomes including California Regional Water Quality Control Board (RWQCB), local law enforcement agencies, district attorney, attorney general, and circuit prosecutors, and provides court testimony when necessary.	

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20%	Work with other CDFW Biodiversity Resilience Team staff and the Office of General Counsel to develop outreach materials regarding CDFW environmental permitting programs. Conduct educational workshops on CDFW environmental permitting programs and compliance. Participate in working groups and attend community and stakeholder outreach meetings. Work with local restoration leaders, state and federal partners, water managers and landowner groups. Address concerns and complaints from Permittees and other members of the public in a calm and courteous manner. Communicate routinely with project applicants and members of the public to answer questions regarding CDFW's environmental permitting requirements.
10%	Participate in statewide Biodiversity Resilience staff coordination meetings. Work closely with staff from other Regions and the Biodiversity Resilience Team to ensure consistent application of CESA standards among Regions and to develop and implement a strategic workload plan related to CDFW's environmental permitting compliance and effectiveness monitoring. Track the Region's workload metrics related to environmental permitting compliance and effectiveness monitoring. Participate in statewide Biodiversity Resilience staff coordination meetings
5%	Independently develop, conduct, and support scientific investigations and/or literature reviews of salient issues, including effectiveness monitoring and study design related issues. Document and publish the results of research and literature review.
5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Attend training and conferences as needed to enhance performance in the position and program knowledge. Represent the Region by participating in CDFW Statewide working groups. Perform administrative duties such as, prepare and submit monthly time expenditure reports, expense claims, and vehicle usage logs, and annual Individual Development Plan and annual work plan. Maintain and increase professional qualifications and expertise through training, conferences, workshop attendance, professional/scientific committee participation, reviewing scientific literature, and by conducting on-site habitat assessments and species surveys in coordination with CDFW staff, other agencies, and professional biologists.</p>
	<p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>Knowledge of:</b> Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology, resource management, hydrology, and geology; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues.</p> <p>Broad knowledge of the legislative process; California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area; resource management practices and techniques; and chemical substances and waste materials and their interactions with and effects on public health and the environment.</p> <p><b>Ability to:</b> Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and federal environmental protection and resource management programs; assess the impact of proposed State and federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of state</p>

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	<p>government; review and understand technical research reports on emerging public health and environmental issues.</p> <p>Develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems; independently plan environmental studies; provide research and evaluation of short-term and important projects concerning public health, agricultural productivity, and environmental protection; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to non-specialists; act as an expert witness in court or at legislative or quasi-judicial hearings; provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p><b>Skills:</b> Good analytical, interpersonal, public presentation, communication, and writing skills; adept use of interest-based negotiation; and routine use of computer programs including text processing, spreadsheets, databases, and on-line sourcing of information.</p> <p><b>Special Personal Characteristics:</b> A high degree of personal initiative, dependability, professionalism and integrity is expected. The incumbent is open to feedback on performance; able to adapt to changing challenges; and demonstrates empathy and understanding of stakeholders' interests.</p> <p><b>Interpersonal Skills:</b> Able to work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with members of the public; demonstrate excellent listening skills and effective negotiation skills; and work effectively in a diverse work environment.</p> <p><b>WORKING CONDITIONS:</b> The position requires the use of a computer for several hours each day, the completion of office tasks that require sitting, standing, and walking to other locations; attendance at meetings and participation in conference calls. The position may require travel throughout the Region including overnight travel, early mornings, late nights, hiking over uneven and possibly steep or wet terrain, use of 4-wheel drive vehicle (including all-terrain vehicle), and work in inclement weather. A valid California's driver's license is required to drive to meetings and field sites. The position may require the incumbent to wear a uniform identifying the employee as CDFW staff.</p>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b> Billie Wilson (Senior Environmental Scientist (Supervisory))	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b> <b>I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b>		
<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>